

Project Management Courses ▾ Fall 2009

10 Steps to Successful Project Management

This one-day workshop will guide and help the business professional to plan, organize, control the project effort as well as costs, and deliver the results the business demands. The session will be facilitated by Lou Russell, author of *10 Steps to Successful Project Management*.

Who should attend

Any one involved in one or more of the following areas:

- Accurately estimating project duration
- Planning, tracking, and controlling multiple projects
- Communicating project status to stakeholders effectively

What participants learn

After attending this session, you will be able to:

- Differentiate between project management and project work
- Define the roles of the Project Manager, Project Sponsor, and other key individuals on a project
- Create a Project Charter
- Build a Project Plan including schedules, resource allocations, and a budget
- Create activity networks (PERT, Gantt, and CPM) and other tools for communication project scope and activities
- Create criteria for monitoring and reporting progress, including Control Point Identification charts, Project Costing charts, and Milestone charts
- Identify and manage project risk
- Determine and anticipate changes that occur during project execution
- Develop a detailed work plan to accurately determine the project completion date
- Accurately estimate project activities
- Manage external vendors more effectively
- Discover the power of the review process to improve future performance

09FBUS476

Sept. 24 (1 meeting); Thursday, 8:30 a.m.–4:30 p.m.

Lou Russell, instructor

0.7 CEU / 7 PDU's

\$299 *Fee includes continental breakfast, lunch, materials, and a copy of 10 Steps to Successful Project Management.*



Essentials of Mind Mapping

A mind map is a diagram used to represent words, ideas, tasks, or other items linked to and arranged around a central key word or idea. Mind maps are used to generate, visualize, structure, and classify ideas. By using mind maps, you can quickly identify and understand the structure of a subject and how pieces of information fit together. You can use the power of visual thinking to improve the way you manage projects and make decisions. Clearly sort out priorities and action items, run more effective meetings, and increase the productivity of your entire team.

Mind mapping gives you the power to:

- Create consensus quickly to get the project started right
- Develop strategies and plans that align with your objectives
- Execute project plans and track all the details that matter
- Visualize plans as Gantt charts, maps, or outlines
- Shorten timelines with real-time collaboration and Web conferencing

Participants are asked to bring a laptop to class.

09FBUS122

Nov. 17–24 (2 meetings); Tuesdays, 6–9 p.m.

Dave Maynard, instructor

0.6 CEU/6 PDU's

\$159 *Fee includes materials.*

Microsoft® Project 2007: Basic

Prerequisite: An understanding of essential Windows® concepts (Windows XP or Vista) including file management.

If you are a manager, planner, or coordinator who needs to plan, track, and communicate effectively, learning how to apply MS Project 2007 to your project will help you succeed.

With Microsoft® Project 2007 you can:

- Organize tasks and milestones with descriptions, durations, and dates in a Gantt chart
- View and modify task dependencies
- Identify and resolve resource conflicts
- Simplify views by rolling tasks up into summary Gantt bars

Required Textbook: *Microsoft® Office Project 2007 Step by Step* may be purchased at Follet's IPFW Bookstore.

09FCMP252

Oct. 20–Nov. 10 (4 meetings); Tuesdays, 6–9 p.m.

Dave Maynard and Lynn Tidwell, instructors

1.2 CEUs/12 PDU's

\$345 Participants are required to bring a notebook computer with MS Project 2007. MS Project may be purchased at Follet's IPFW Bookstore or you may download a 60-day free trial from the Microsoft® Web site.



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Courses in Project Management

Fall 2009

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INDIANA UNIVERSITY–PURDUE UNIVERSITY FORT WAYNE

Project Management Certificate Program ▼ Fall 2009

This program is designed to provide you with the skills and knowledge needed to be a successful project manager. The six module program closely follows the PMI standards for Project Management and has been developed in concert with the Northeast Indiana Chapter of PMI Professional Development group. Each module is 3 hours long. Complete selected modules or take all six plus the Capstone to earn the certificate.

Benefits

- Learn step-by-step skills you can use immediately
- Further your career by gaining familiarity with the Project Management Body of Knowledge (PMBOK) processes
- Network with other project management professionals/make valuable contacts
- Receive validated software templates for use in managing your projects
- Earn either three Professional Development Units (PDUs) per module [PDUs are sponsored, approved, and registered with the Project Management Institute (PMI) by the PMI-NEIC] or 0.3 CEU per module

Who should participate

- New or aspiring project managers
- Experienced project leaders who want to advance their management skills
- Anyone who wants to lead a project from planning to successful completion
- Project managers seeking an entry into the Project Management Institute's PMP (Project Management Professional) certification process
- Current Project Management Professionals seeking PDUs to maintain their certification

Integrated Classroom and eLearning

Students will have Web access to the class templates, PDF copies of the instructional materials, group discussion areas, and the ability to have a mid-process review of their capstone projects through the dedicated PM-Certificate Web space. The courses are conveniently located in IPFW's Walb Student Union with tables and ample working space.

Required courses follow:

Each course:

Tuesday, 6–9 p.m.

0.3 CEU/3 PDUs

\$120 *Fee includes materials.*

Fundamentals of Effective Project Management Concepts for Projects

Discover the processes described in the PMI Project Management Body of Knowledge and gain an overview of the project management project phases and what it means to be a Project Manager.

09UBUS506

Aug. 25 (1 meeting)

Project Scope and Change Management

Examine how to determine the scope of a project, best-practice method of documenting scope, the Work Breakdown Structure (WBS), and how to prevent unwanted changes in project scope that can cause delays and increased costs. Participants will receive the following templates: Charter/Scope Statements, Work Breakdown Structure Worksheet, and WBS Dictionary.

09FBUS507

Sept. 1 (1 meeting)

Scheduling and Cost Management

Learn how to develop project schedules using task interdependencies, resource allocation, and Critical Path Management (CPM). Techniques for estimating, budgeting and analyzing costs and the basics of earned value will also be covered. Participants will receive a Project Schedule template.

09FBUS508

Sept. 8 (1 meeting)

Project Communications and Human Resources

Explore the various communications styles, ways to build high-performance teams, innovative methods to resolve conflict, effective motivation concepts, and communications techniques. Learn tips and techniques for the management of multi-cultural, multi-national project teams. Participants will receive the following templates: Communications Plan, Roles and Responsibilities Matrix, and Responsible/Accountable/Informed/Consulted (RACI) Matrix.

09FBUS509

Sept. 15 (1 meeting)

Project Risk Analysis

Understanding and managing project risk is what distinguishes a good Project Manager from a great Project Manager. Distinguish yourself among your peers by gaining a good foundation in how to analyze, mitigate, and manage project risks. Qualitative analysis as well as Failure Modes and Effects Analysis (FMEA) will be discussed in detail. Participants will receive the following templates: Risk Management Plan, Risk Register, Qualitative Risk Assessment Spreadsheet, and Failure Modes and Effects Analysis (FMEA).

09FBUS510

Sept. 22 (1 meeting)

Project Quality Management and Project Closing

Discover how quality planning, assurance, and control concepts integrate with project management practices to create a system for implementing quality management at the process and project levels. You will learn the uses of Ishikawa, Pareto, and other quality methods and understand the importance of properly closing a project. Participants will receive the following templates: Project Quality Plan and Lessons Learned.

09FBUS511

Sept. 29 (1 meeting)

Project Management Certificate Program and Capstone Review

Complete this capstone module and the six previous modules to earn the well-recognized IPFW/PMI-NEIC Project Management Certificate. From an earlier module, you would have selected a project and constructed a portfolio of completed templates, plans, and working documents. With your portfolio and classroom discussion, you will be able to demonstrate your understanding of the key elements of Project Management. Student portfolios will be independently reviewed by a Project Management Professional (PMP).

09FBUS505

Oct. 6 (1 meeting)



Visit learn.ipfw.edu to register.

Registration Form

(Payment must accompany this form.)

Name _____

Address _____

City _____ State _____ Zip _____

Telephone: Home _____

Business _____

Company Name _____

Course Title _____

Course No. _____ Course Fee: _____

Course Title _____

Course No. _____ Course Fee: _____

Course Title _____

Course No. _____ Course Fee: _____

Use my e-mail to keep me updated on course information.

E-mail address: _____

Please make checks payable to IPFW. If paying by credit card, please complete the following:

VISA MasterCard Discover

Is this a company card? Yes No

Card No. _____

Amount \$ _____ Expiration Date _____

Signature _____

If, for any reason, my fees and charges are not paid by a third party, I promise to pay to the order of IPFW Continuing Studies the full amount of the balance due upon request. It is understood that costs incurred in the collection of a delinquent account, including collection and attorney fees, shall be added to the balance of the delinquent account.

Participant's Signature _____

Register online at learn.ipfw.edu

or call — Main Campus: 260-481-6619

Warsaw Center: 574-269-6562

You can register by mail by sending the completed registration form with payment to

IPFW Division of Continuing Studies

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